

DEPARTMENT OF THE ARMY  
79<sup>th</sup> Ordnance Battalion (Explosive Ordnance Disposal)  
52d Ordnance Group (Explosive Ordnance Disposal)  
Fort Sam Houston, Texas 78234-5056

AFOD-B (100)

11 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Annual Leave Program (Policy Letter #2)

1. IAW AR 600-8-10, paragraph 2-2, all commanders will establish an annual leave program.
2. An aggressive leave program is essential to maintenance of the force. Companies will manage their programs to ensure personnel do not fall into the "Use of Lose" category at the close of the fiscal year.
3. Company commanders and Company 1SGs will not absent themselves from their units at the same time for ordinary leave without the prior approval of the Commander, 79<sup>th</sup> Ordnance Battalion (EOD).

PATRICK J. KELLY  
LTC, OD  
Commanding

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